



DLA Information Operations

“How To” Guide

How to Register in the Account Management and Provisioning System (AMPS) for SLES Access

The purpose of this How to is to provide instructions on requesting a role in AMPS for access to the DoD Shelf-Life Extension System (SLES) website. *Note: “Enable Editing” in this document for hyperlinks to work.*

Before selecting a role in AMPS, see page 5 for role descriptions. If the role requested does not match your job description it will be rejected and you must register again.

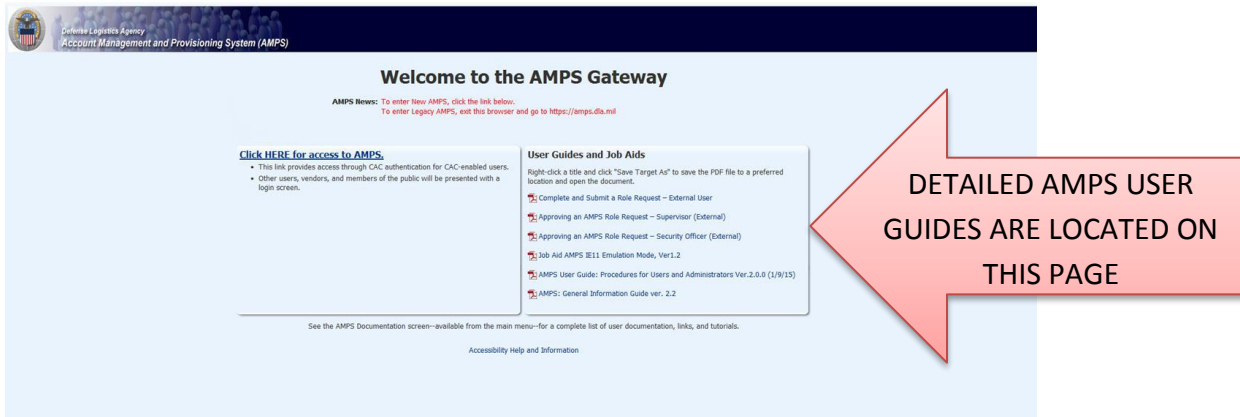
If your account has been fully provisioned and you still experience log on issues, [try these tips](#).

To request access to SLES through AMPS follow these instructions:

1. From the SLES landing page, click on the ‘**Request SLES access via AMPS**’ button or go directly to the [AMPS Website](#).
2. **DOD** users will select **DOD Authentication Certificate** when Windows Security window appears. **Non-DOD** users will be directed to the AMPS Gateway screen,

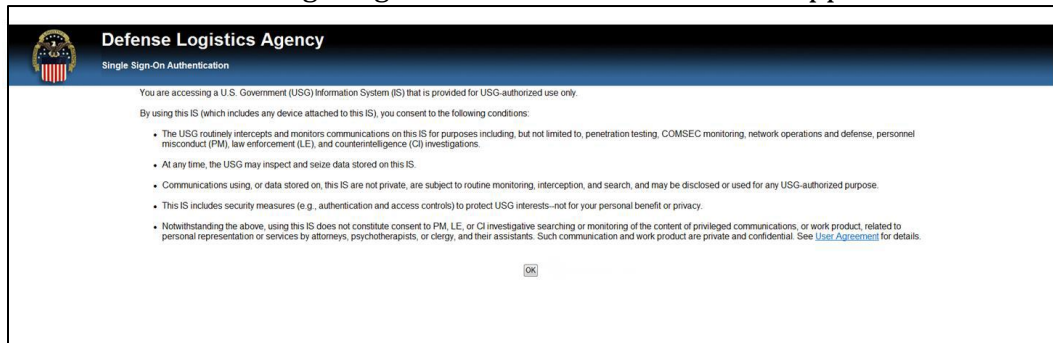
3. Click Ok.

4. All users click on the **Click Here for Access to AMPS link**.
(If you need further instruction, the AMPS Gateway page contains User Guides and Job Aids)



AMPS Gateway Home Screen

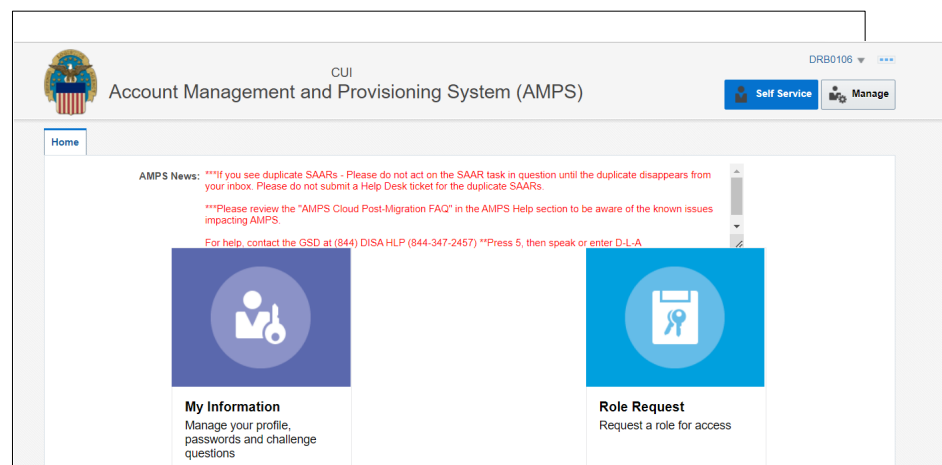
5. Click **OK** when the Single Sign-On Authentication window appears.



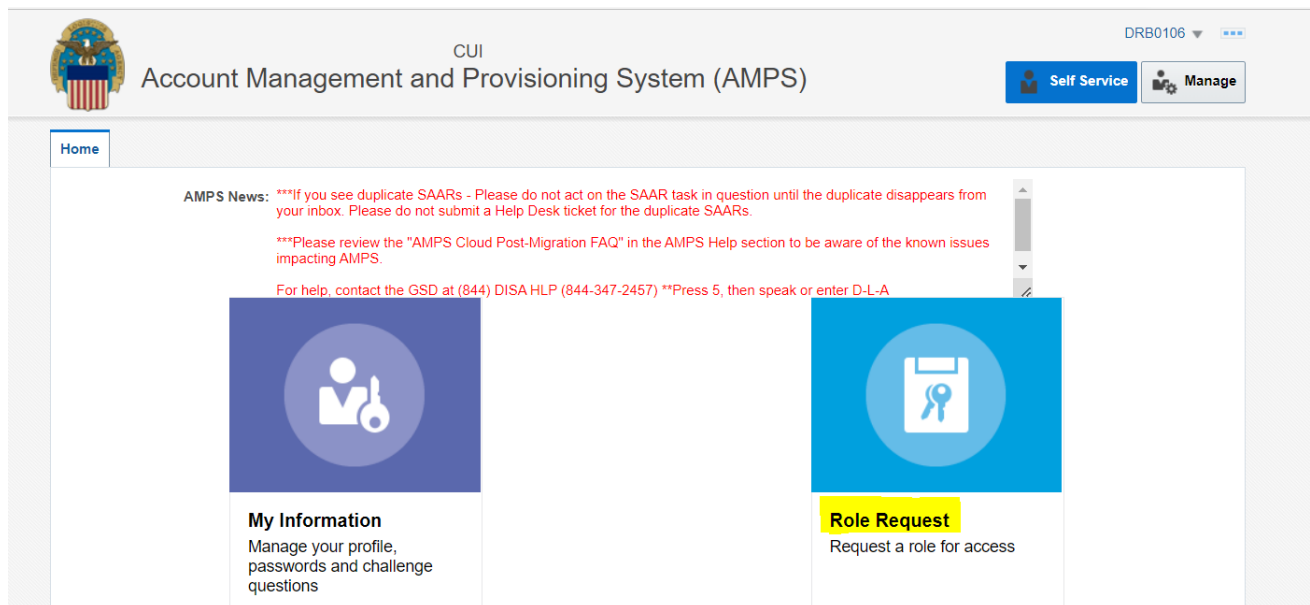
Single Sign-on Authentication Screen

First Time Users will create a new AMPS account. Follow the on-screen prompts to enter your personal information.

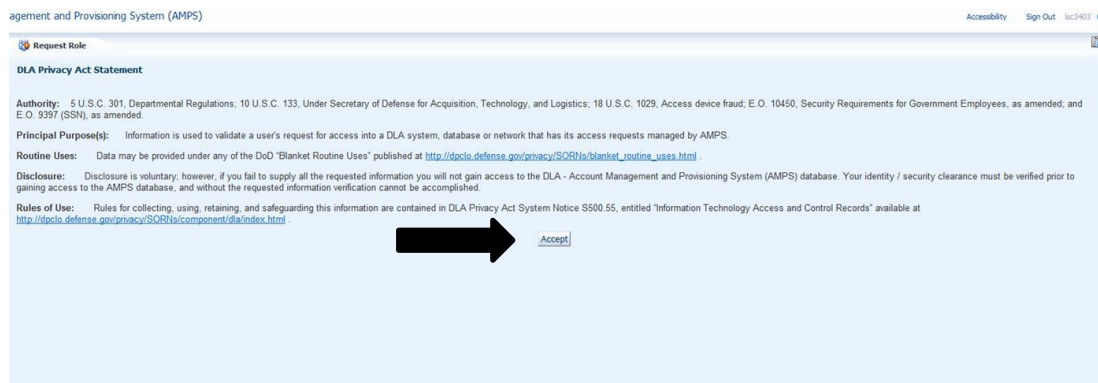
After your AMPS account is complete, close your browser and re-open your browser to log-in and request your role.



6.



7. Click **Accept** button when the DLA Privacy Act Statement screen appears.



DLA Privacy Act Statement Screen

8. Update/verify user information. Be sure your Cyber Awareness Certification Date is current and correct. NOTE: All mandatory fields are marked with an asterisk (*) and must be completed.

Request Role

User Information Select Roles Justification Summary Cancel Next

User Information

User ID ABC1234

First Name

Middle Name

Last Name

EDIPI/UPN 1234567890

Email

* Title Program Analyst

* User Type Civilian

* Grade GS-99

* Country of Citizenship US

* Cyber Awareness Certification Date 11/6/2013

Annual Revalidation Date 1/28/2014

Contact Information

* Official Telephone

Official Fax

DSN Phone

DSN Fax

Mobile

Site

Office/Cube

* Street

PO Box

* City

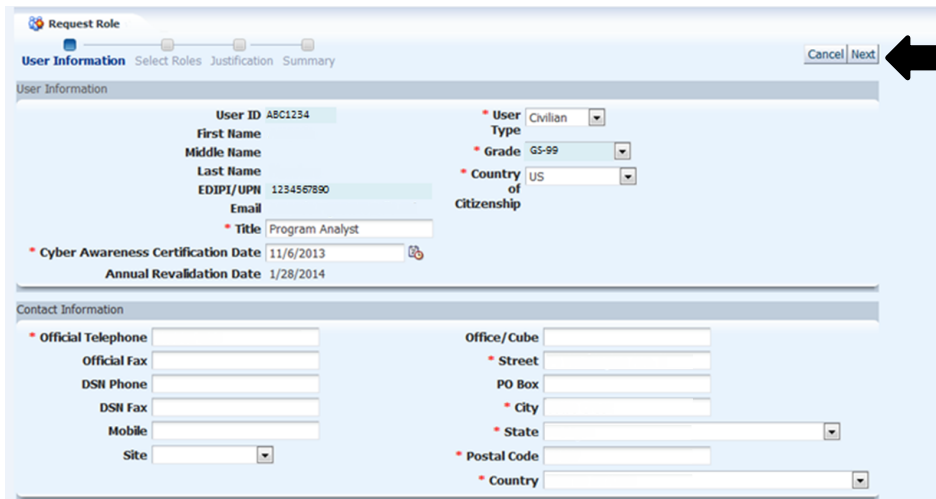
* State

* Postal Code

* Country

User Information Screen

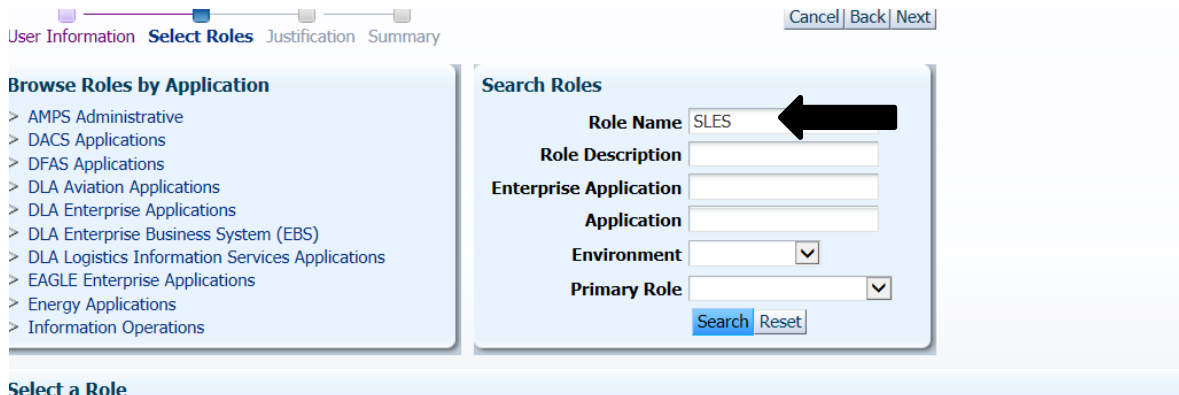
9. Click **Next** when updates and mandatory fields are completed.



The 'User Information' screen is part of a 'Request Role' process. It contains two main sections: 'User Information' and 'Contact Information'. The 'User Information' section includes fields for User ID (A8C1234), First Name, Middle Name, Last Name, EDIPI/UPN (1234567890), Email, Title (Program Analyst), User Type (Civilian), Grade (GS-99), Country of Citizenship (US), Cyber Awareness Certification Date (11/6/2013), and Annual Revalidation Date (1/28/2014). The 'Contact Information' section includes fields for Official Telephone, Official Fax, DSN Phone, DSN Fax, Mobile, Site, Office/Cube, Street, PO Box, City, State, Postal Code, and Country. A 'Cancel' button and a 'Next' button (highlighted with a black arrow) are located at the top right.

User Information Screen

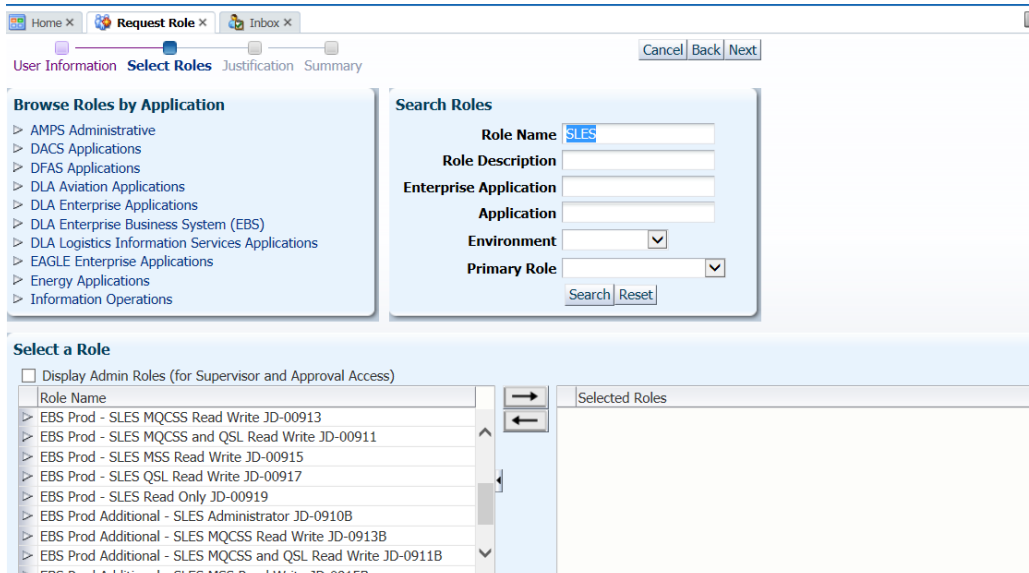
10. In the Search Roles window, enter **SLES** in the Role Name field and click Search.



The 'SLES Role Request Search Screen' shows the 'Select Roles' step. On the left, there is a 'Browse Roles by Application' list with categories like AMPS Administrative, DACS Applications, DFAS Applications, DLA Aviation Applications, DLA Enterprise Applications, DLA Enterprise Business System (EBS), DLA Logistics Information Services Applications, EAGLE Enterprise Applications, Energy Applications, and Information Operations. On the right, the 'Search Roles' window is open, featuring fields for Role Name (SLES, highlighted with a black arrow), Role Description, Enterprise Application, Application, Environment, and Primary Role. There are 'Search' and 'Reset' buttons at the bottom of the search window. Navigation buttons 'Cancel', 'Back', and 'Next' are at the top right.

SLES Role Request Search Screen

11. Select a Role window will appear. (See page 5 for role descriptions before adding a role)



The 'EBS Prod SLES Role Request' screen shows the 'Select a Role' step. It features a 'Browse Roles by Application' list on the left and a 'Search Roles' window on the right. The 'Select a Role' section includes a checkbox for 'Display Admin Roles (for Supervisor and Approval Access)' and a list of roles. The roles list includes: EBS Prod - SLES MQCSS Read Write JD-00913, EBS Prod - SLES MQCSS and QSL Read Write JD-00911, EBS Prod - SLES MSS Read Write JD-00915, EBS Prod - SLES QSL Read Write JD-00917, EBS Prod - SLES Read Only JD-00919, EBS Prod Additional - SLES Administrator JD-0910B, EBS Prod Additional - SLES MQCSS Read Write JD-0913B, EBS Prod Additional - SLES MQCSS and QSL Read Write JD-0911B, and EBS Prod Additional - SLES MSS Read Write JD-00915. A 'Selected Roles' list is on the right. Navigation buttons 'Cancel', 'Back', and 'Next' are at the top right.

EBS Prod SLES Role Request

DLA & DLA Contractors SLES Roles

(non-DLA & non-DOD users scroll down for more job roles)

One of the following EBS PROD – SLES Job Definitions (JD's) is required to obtain access. **A Write role means that the user records extension data or test results into the SLES database.** **If your job does not require this function, select Read Only.**

Primary Roles - choose one of the following if you **DO NOT** have an EBS primary role:

Primary Role Name	Role Description
EBS Prod - SLES Administrator JD-00910	Functional and technical web admins only
EBS Prod - SLES MQCSS Read Write JD-00913	Product Specialist enters extension standards data
EBS Prod - SLES MQCSS and QSL Read Write JD-00911	SLES POC enters extension standards or lab results
EBS Prod - SLES MSS Read Write JD-00915	Equipment Specialist enters local stock numbers
EBS Prod - SLES QSL Read Write JD-00917	Approved laboratory enters lab test results
EBS Prod - SLES Read Only JD-00919	Users who VIEW MQCSS & QSL extension data

Bolt-on Roles – choose one of the following if you **DO** have an EBS primary role:

Bolt-on Role Name	Role Description
EBS Prod Additional - SLES Administrator JD-0910B	Functional and technical web admins only
EBS Prod Additional - SLES MQCSS Read Write JD-0913B	Product Specialist enters extension standards data
EBS Prod Additional - SLES MQCSS and QSL Read Write JD-0911B	SLES POC enters extension standards or lab results
EBS Prod Additional- SLES MSS Read Write JD-0915B	Equipment Specialist enters local stock numbers
EBS Prod Additional- SLES QSL Read Write JD-0917B	Approved laboratory enters lab test results
EBS Prod Additional - SLES Read Only JD-0919B	Users who VIEW MQCSS & QSL extension data

Non-DLA and Non-DOD User Roles

One of the following EBS PROD External – SLES Job Definitions (JD's) is required to obtain access. A Write role means that the user records extension data or test results into the SLES database. **If your job does not require this function, select Read Only**

Primary Roles – choose one of the following if you **DO NOT** have an EBS primary role:

Primary Role Name	Role Description
EBS Prod External – SLES External MQCSS Read Write JD-00914	Item Manager enters extension standards data
EBS Prod External – SLES External MQCSS and QSL Write JD-00912	SLES POC enters extension data or lab results
EBS Prod External – SLES External QSL Read Write JD-00918	Approved laboratory enters lab test results
EBS Prod External – SLES External Read Only JD-00920	Users who VIEW MQCSS & QSL extension data

Bolt-on Roles – choose one of the following if you **DO** have an EBS primary role:

Bolt-on Role Name	Role Description
EBS Prod External Additional – SLES External MQCSS Read Write JD-00914B	Item Manager enters extension standards data
EBS Prod External Additional – SLES External MQCSS and QSL Write JD-00912B	SLES POC enters extension data or lab results
EBS Prod External Additional – SLES External QSL Read Write JD-00918B	Approved laboratory enters lab test results
EBS Prod External Additional – SLES External Read Only JD-00920B	Users who VIEW MQCSS & QSL extension data

12. Select the appropriate role and click on **Move Arrow**. Ensure that the role selected is placed in the **Selected Roles** box. **Only select one role.**

The screenshot shows the 'Request Role' window with the 'Select Roles' tab active. The 'Selected Roles' box contains the role 'EBS Prod - SLES Read Only JD-00919'. A red box highlights the 'Move Arrow' button, and a black arrow points to the role in the 'Selected Roles' box.

Select a Role – Move Arrow Screen and Role Moved to Selected Window

13. Click **Next**.

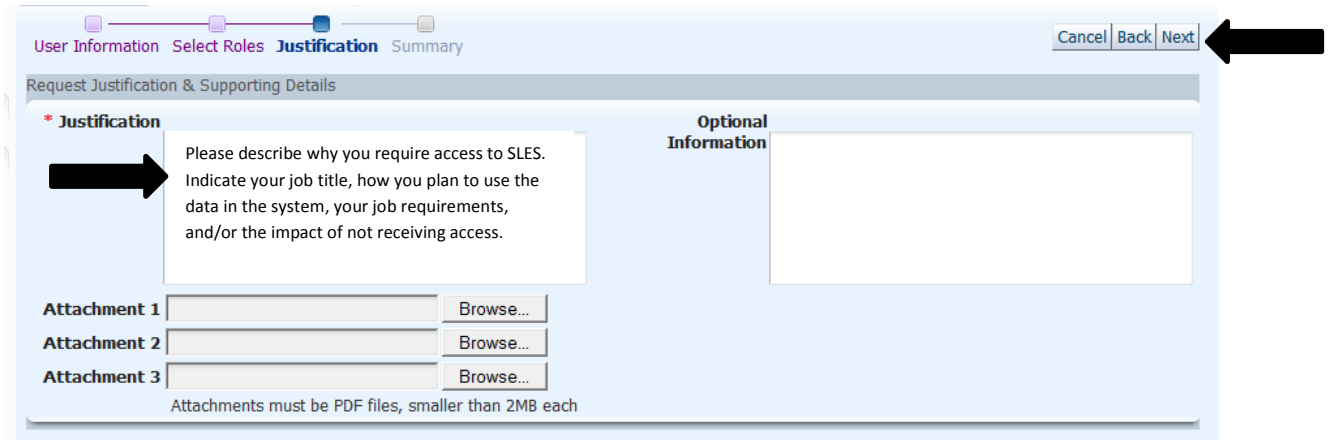
The screenshot shows the 'Request Role' window with the 'Select Roles' tab active. The 'Next' button is highlighted with a black arrow. A red arrow points to the 'Next' button.

Next button location window

If you only need to
VIEW SLES MQCSS
& QSL DATA, select
READ ONLY.

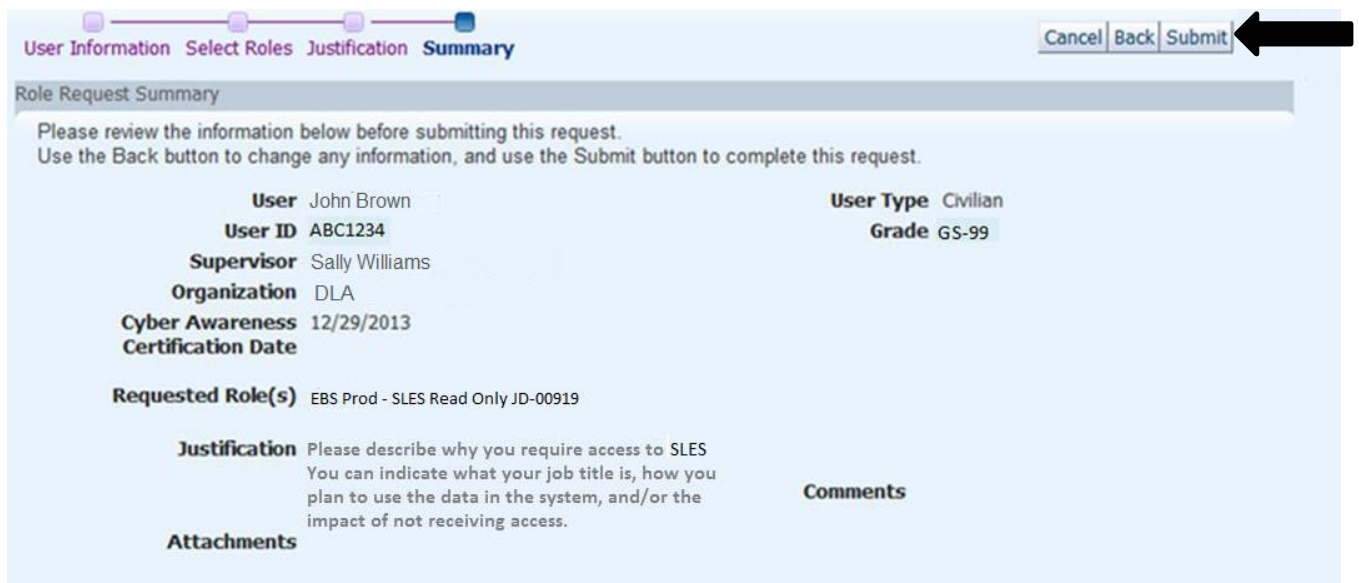
“Write roles” are for
product specialist, item
manager, and
labs/chemist.

14. Complete Justification box. Type summary indicating why access to SLES is required and click **Next**.



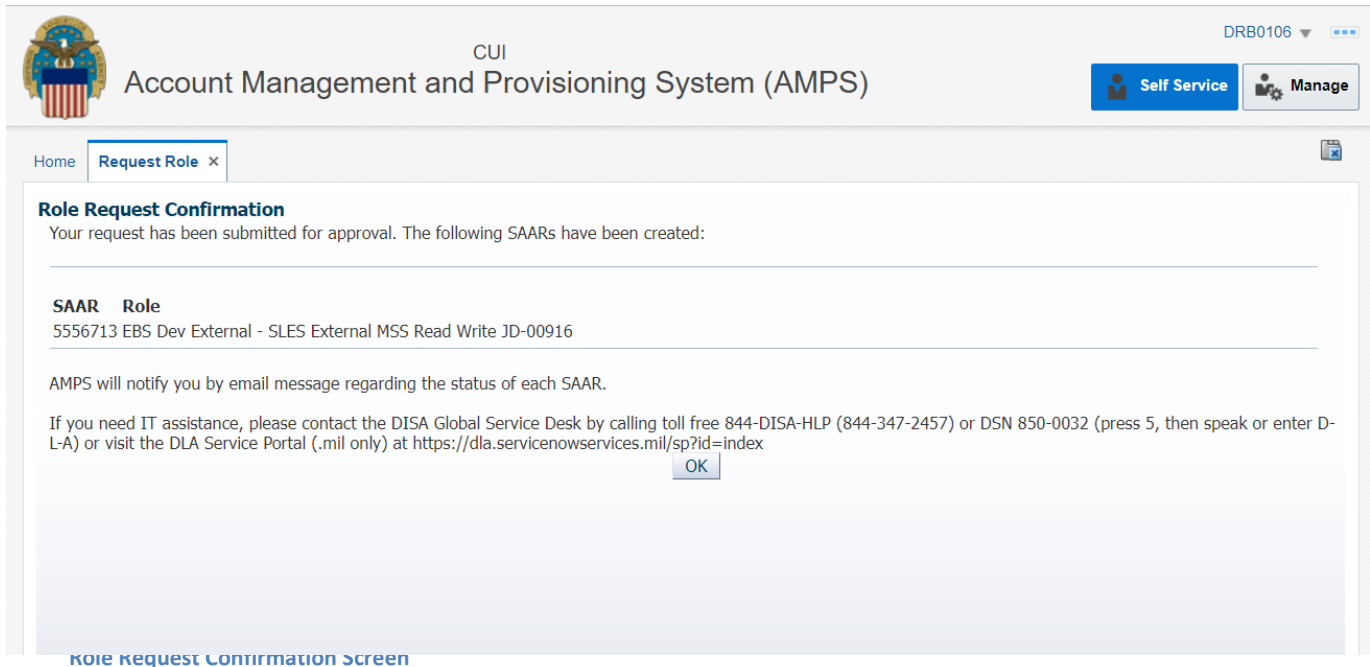
Justification Screen and Next button

15. Click **Submit**.



Summary Window – Submit button

16. Click **OK** when the Role Request Confirmation window appears.



Thank you! You have now completed your request for an EBS Production SLES role. Please note the following steps in the approval process indicated below. Each level of approval must be obtained for your role to be authorized.

- Supervisor
- Security Officer (SO)
- Data Owner (DO)
- Information Assurance Officer (IAO)

NOTE: DLA employees will not receive an email confirmation at the Security Officer (SO) step or Information Assurance Officer (IAO) step.

Non-DLA users - Each authorizing point of contact (POC) listed in your AMPS profile has 20 days to approve your request before it expires. If your request is not approved within the allotted timeframe at each step, it will expire and you will have to re-register. If you notice your request has been sitting at the supervisor or security officer level for multiple days, please follow up with the POC to ensure they know your request is awaiting their approval. If you are unsure of who your security officer POC is, please ask your supervisor or look at the list of security officer POCs listed in your AMPS profile.

Your access request for [DoD Shelf-Life Extension System \(SLES\)](#) is complete when you receive an email from AMPS stating that your account has been fully approved and provisioned.

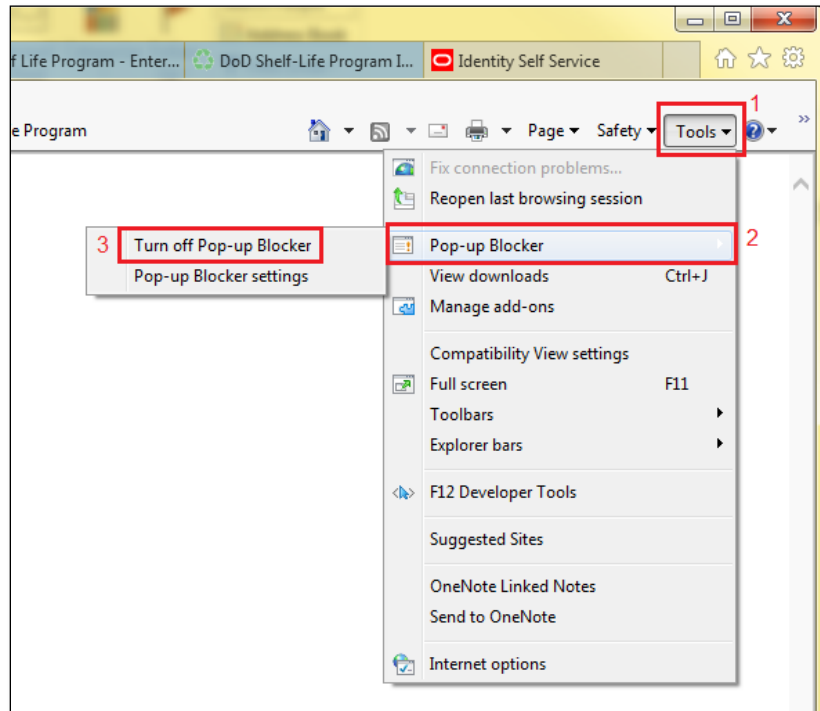
Log-in troubleshooting tips included on page 9-10

IS YOUR ACCOUNT PROVISIONED AND YOU STILL EXPERIENCE ISSUES?

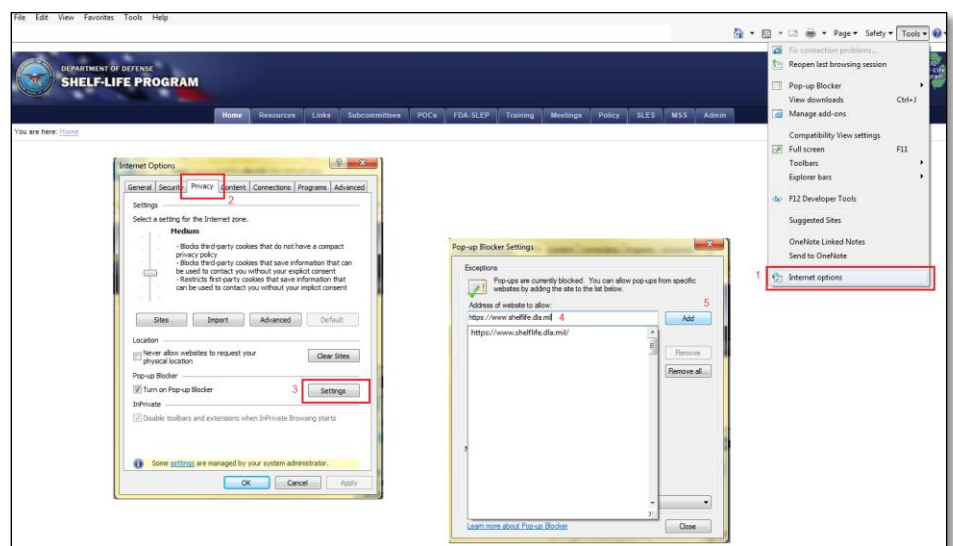
Try these tips:

Ensure you are selecting your Authentication certificate when prompted.

- 1) Restart your browser
- 2) Ensure that you are logging into SLES with the same certificate (Authentication certificate) that you used to sign up/sign into AMPS.
- 3) Ensure that your POP-UP Blocker is not active
(In your internet browser - follow steps 1-3, right)



- 4) Add <https://www.dla.mil> to your trusted sites
(In your internet browser – follow steps 1-5, right). Next Restart your browser and try to access SLES again.



- 5) If none of the above steps work, please call Global Service Desk (844-347-2457) for AMPS and ask them to verify that you don't have 2 AMPS profiles or accounts. Sometimes a user may have registered with a previous e-mail address and/or CAC and this will cause a user to be directed to the user name / pw page. Enterprise Help Desk will check your account and deactivate one if needed.
- 6) After speaking with Global Service Desk, restart your computer and try to access again <https://www.shelflife.dla.mil>.
 - a. Users external to DLA may use the external portal url: <https://business.dla.mil/landing/index.jsp>
 - b. Users internal to DLA may use the internal portal url: <https://pep1.bsm.dla.mil>
- 7) If you are still unable to log in, please wait 24 hours and try to access again.

If you are still unable to access the SLES website, please call the Global Service Desk to open a ticket.

For Questions:

Contact DISA Global Service Desk at 844-DISAHLP (844-347-2457) or DSN 850-0032;
Press 5 or disa.global.servicedesk.mbx.dla-ticket-request@mail.mil